

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Assistant Operations Manager

Revision Date: 06/06
EEO Function: Utilities & Trans.
EEO Category: Professional
Status: Exempt (Admin)
Control No: 30512

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Operations Manager, administers departmental activities relating to drinking water quality, cross-connection control, and street light maintenance. Coordinates and develops departmental training programs. Assists the Operations Manager in supervision and coordination of Operations Division activities.

III. Essential Duties:

- Assist Operations Manager in the operation and management of Operations Division.
- Administer department compliance program activities related to drinking water quality standards including cross-connection control program and Drinking Water Source Protection Program.
- Assist in the implementation of department safety and risk management programs including: compliance relating to local, state and OSHA regulations.
- Supervise compliance, cross connection and street light maintenance personnel.
- Assist in development of departmental policies and Standard Operations Procedures.
- Maintain required compliance records and documentation.
- Develop and coordinate departmental training programs.
- Develop and maintain ongoing working relationships with governmental regulatory agencies and professional organizations.
- Assist in the development and implementation of departmental public education programs.
- Prepare detailed written correspondence, technical articles and general public information materials to include in the annual consumer confidence report.
- Assist in development of departmental emergency operations planning activities.
- Assist with departmental planning, projects and assignments.

IV. Marginal Duties:

- Order equipment and materials needed for work activities.
- Respond to citizen concerns and questions.
- Respond to employee concerns and questions.
- Perform other duties as assigned.

V. Qualifications:

Education: Associates degree in a related field required, or a combination of education and experience.

Experience: Five Years of direct experience in the operation of a public drinking water system. Three years in a supervisory capacity.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Certification and Licenses: Utah Grade 4 Water Distribution Operator - unrestricted; Utah Grade 3

Backflow Technician; valid Utah Driver's License

Knowledge of: Sandy City policies; Federal Safe Drinking Water Act and State of Utah Rules for Public Drinking Water Systems; current edition of the plumbing code as adopted by the State of Utah; operation and maintenance practices relating to a public drinking water system; equipment and tools used in the operation of public drinking water systems, storm drainage systems and street lighting maintenance; OSHA safety standards; customer service techniques; adult training principles.

Responsibility for: Supervision of compliance, cross connection and street light maintenance employees, Operations Division personnel as required

Communication Skills: Position requires strong written and verbal communication skills; interacts with department employees, other City departments, citizens, business owners, government regulatory agencies, and professional administrators; must have the ability to effectively communicate with upset citizens and business owners; Position requires the ability to prepare and deliver presentations to citizen, professional, and public groups; prepare detailed written correspondence and information articles.

Tool, Machine, Equipment Operations: Regular use of computer; occasional use of audio visual equipment such as slides, overheads, etc.; frequent use of an automobile; occasional use of hand tools, test gages and water quality test equipment.

Analytical Ability: Communicate effectively both orally and in writing; follow written and verbal instructions; establish effective working relationship with employees and the public; supervise others and plan effectively.

VI. Working Conditions:

Occasional exposure to cold, heat, dust, fumes, and noise; intermittent sitting and standing; constant exposure to deadlines; great pressure and fatigue during an average workday; occasional evening and/or weekend work is required.

The above statement are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved classification specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.